



# FINELINE

NOVEMBER/DECEMBER 2008

*Brandon Payne Photography*

[www.finance.utah.gov](http://www.finance.utah.gov)

A Utah Department of Administrative Services, Division of Finance monthly communication service

## Transparency Website Update

by Brenda Lee

The Legislature passed a bill in the 2008 General Session requiring the Division of Finance (Finance) to create a free website, accessible by the public that contains state financial information. This website must be operational by May 15, 2009. For the past few months, Finance has been working closely with the Department of Technology Services (DTS) to define the requirements and to design a working prototype of the website. Finance has also been working with the state colleges and universities since they are also required to put their data on this website.

The prototype of the website was recently presented to the Transparency Board (Board) and they were very pleased with what they saw. The Board decided that the website name will be Transparent Utah and the URL will be [www.transparent.utah.gov](http://www.transparent.utah.gov). Below is a screen shot of a draft of the website's homepage:



transparent.utah.gov

Utah Public Finance Website

Home

About Utah Funds

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You Are Here: Home

Welcome

In 2008, the legislature created the Utah Public Finance Web Site which requires that certain public financial information be made available on the Internet to allow Utah taxpayers to view, understand and track the use of taxpayer dollars. The Utah Transparency Advisory Board and the Department of Administrative Services, Division of Finance oversees the operations of this web site. The rules governing this website are established in Utah Code 63A-3-404.

[More About UtahFunds >](#)



Get Started

Level of Government

State

Entity

State Government

Fiscal Year

2008 (7/07 to 6/08)

Transaction Type

Expense

Advanced Search

START

Recently Updated Entities



COLLEGE OF

Eastern Utah

College of Eastern Utah

(Updated: December 14, 2008)

CEU is an open access, comprehensive community college with a mission of providing general and liberal education as well as applied technology programs leading to Associate of Arts, Science, or Applied Science degrees. Certificates are awarded for short-term and applied technology programs. CEU's president is Ryan L. Thomas

[View Report](#)



Salt Lake

Community College

Salt Lake Community College

(Updated: December 14, 2008)

SLCC is an urban, multi-campus, open access, comprehensive community college with a mission of providing applied technology education as well as general and liberal education leading Associate of Arts, Science, or Applied Science degrees. SLCC's president is Cynthia Bioteau.

[View Report](#)



WEBER STATE

UNIVERSITY

Weber State University

(Updated: December 12, 2008)

WSU is a student-centered institution focused on two- and four-year programs with a strong commitment to applied learning in technical, professional and liberal education. Selected masters programs are also available. WSU's president is F. Ann Miller.

[View Report](#)

[View All Entity Profiles >](#)

Resources & Links

Legislative Audits

Utah Legislative Auditor General

Utah State Audits

The purpose of the Office of the Utah State Auditor is to help ensure to Utah's citizenry, legislature, government officials, and other financial information users the financial integrity and accountability of Utah's state and local governments

Budgets

Governor's Office of Planning & Budget

State Performance Metrics

Governor's Office of Planning & Budget - Utah Performance Elevated is a comprehensive initiative seeking to improve performance and efficiency within state government.

Board of Regents

The mission of the Utah State Board of Regents is to ensure fulfillment of the mission of the Utah System of Higher Education through policy determination, governance, collaboration, and coordination.

[View More Resources >](#)

Disclaimers

Please note, the totals displayed on this website may not match Audited & Printed Financial statements. This is not an accident, nor is it an attempt to mislead citizens of Utah. Here are the primary reasons why these financial totals will NOT match final reports released by the state

Main Office: 675 East 500 South, Suite 500, Salt Lake City, Utah 84102 Phone: 801-538-5100

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Trainers Corner

The website has been designed to be very simple yet powerful. Users of the website will be able to drill down to detail transactions using criteria such as organization, fund, vendor/customer, or category. There will also be an advanced search that will let users search on any of the data fields and find specific transactions or ranges of transactions.

The website has a very flexible design and can handle many different types of financial data such as revenues, expenditures, payroll, etc. The first 3 types of data Finance will work on posting to the website are: expenditures, employee payroll information, and revenues. Finance will definitely post state expenditures to the website by May 15, 2009, and will work on posting payroll and revenue data, in that order, as resources and time allow.

Finance is keenly aware that there are issues surrounding the privacy of some of the data and we will be taking steps to identify any legally restricted data so it is not posted to the website. We may need state agencies input on this process over the next few months to ensure that we have identified all of the issues. We have already decided that we will not be posting the accounting line description from FINET on the website since it may contain private data. However, there is some concern that just posting the object code description and the payee name may violate some laws such as HIPPA.

If you are aware of private data in any of the following FINET fields, or if the combination of any of the following fields may result in privacy concerns, please contact Finance ASAP:

- Vendor/Payee/Customer Name
- Fund Name
- Department Name
- Line Item Name
- Appropriation Unit Name
- Object Class Name
- Object Category Name
- Object Code Name
- Contract Description
- Contract Number

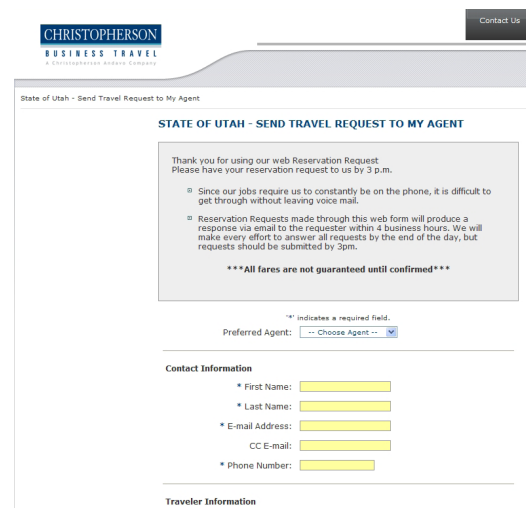
We will keep you updated on the status of the transparency website as it progresses to implementation on May 15, 2009.

If you have any questions, comments, or concerns about the Transparency website please contact Brenda Lee at 538-3102 or [brendalee@utah.gov](mailto:brendalee@utah.gov).



# Online Travel Reservation Request Form

We are happy to announce that the online travel reservation request form is now operational. Travel coordinators in agencies can now just go to the travel web site [www.finance.utah.gov/travel](http://www.finance.utah.gov/travel) and click on the “reservation request form” link. Utilizing this form will ensure that the agents will receive all of the information they need to book your travel efficiently and accurately.



The screenshot shows the 'STATE OF UTAH - SEND TRAVEL REQUEST TO MY AGENT' form. It includes a thank you message, a disclaimer about response times, and a section for contact information with fields for First Name, Last Name, E-mail Address, CC E-mail, and Phone Number. A 'Preferred Agent' dropdown menu is also present.

## Quarterly Travel Training Now Available

The State Travel Office is pleased to announce that training is now available to all individuals involved in the booking of travel for the state. Classes will be held quarterly and are designed to provide procedural guidelines for beginning as well as experienced travel planners. A thorough examination of policies and procedures related to the booking of business travel on behalf of State of Utah travelers will be covered. In addition, rules and regulations governing each general travel expense type will be discussed in depth. The intent of this class is to help department personnel better understand state travel policies and increase their efficiency in the management of their travel activities.

### Upcoming Classes

- January 6, 2009
- April 7, 2009
- June 2, 2009

Each class will be held in the State Office Building Auditorium. You may register for these classes by going to the State Travel web site at [www.finance.utah.gov/travel](http://www.finance.utah.gov/travel) and clicking on the “Travel Training” link. For more information, you may visit our website or contact Tami Nelson at 538-3109.



Illustration by Chris Gash



# Help Desk FAQs

*by Ken Roner*

**Q.**

Is there somewhere in FINET I could look up information on payments to see whether checks have been issued and that show the check numbers? I also want to know if they have cleared the bank.

**A.**

Yes there is. You can get most of that data from the *Vendor Transaction History* table in FINET. However, you will still need to go to the data warehouse to do the warrant lookups (by check number) to see whether or not a check has cleared the bank. (Refer to the October FineLine for information about looking up payment information in OLAJ+ in the data warehouse.)

## What to do?

### Has Check Been Issued?

In FINET, go to **Search** and choose **Page Search**. Enter 'VTH' in the **page code** field and click **Browse**. Click on the *Vendor Transaction History* table to open it. After entering the Vendor/Customer code which is required, you may choose to search by several criteria including vendor invoice number, FINET coding such as department, unit and object code as well as by document type and code. Enter the desired criteria and click **Enter** or **Browse**. If a check number is listed, the check has been issued. You will then see the selected data at the bottom of the screen that include the document ID, amount, and check number. Data from FY2007 to the present is included. You may also click on the document ID and the document will open just as if you were opening it from the Document Catalog. You can see the same data you normally see when viewing a document.

### Has Check Cleared Bank?

To see if a check has cleared the bank, you still need to go to <http://datawarehouse.utah.gov>, click on StateDW and then click on **Warrant Lookups**. You can then choose to search by GAX/PRC, check number, invoice number, vendor number or vendor name. Most users choose to query by check number. Enter the check number and then click on **Run Query**. The date the check cleared the bank will be listed in the **Bank Clear Date** column. If there is not a date listed in this column, the check has not cleared the bank.



# Data Warehouse FAQs

by Mary Lee Hickey



**Attention ACCESS users!** This article is for you.

Have you wondered why all those pesky Automated Disbursement (AD), Manual Disbursement (MD) and Electronic Fund Transfers (EFT) transactions are showing up as expenditures in your Accounting\_Journal queries? Are you concerned about the consequences of excluding all AD, MD and EFT transactions from your expenditure queries?

## The Quandary of the Query

FINET posts part of the AD, MD and EFT transactions as expenditures (Account\_Type = '22'). These expenditures usually net to zero with the expenditures posted on the related PRC or GAX transactions, except for cancellations and discounts which properly adjust the original PRC or GAX expenditures. This netting of expenditures isn't an issue for your query if your department only cuts 10 checks a month. For everyone else, an expenditure query might return a huge number of AD, MD and EFT expenditures, the majority of which net to zero with the related PRC and GAX expenditures. However, you need those expenditures not netting to zero included in your expenditure query results. Below is an example of a typical expenditure query in ACCESS.

Figure1: Typical expenditure query results in ACCESS

Account_Type	Fiscal_Year_Pe	Department_Un	Tran_ID	Ref_Tran_ID	Amount	
22	200904	2004755	AD1009A000120919	GAX20094700000632	815.86	
22	200904	2004755	AD1009A000120919	GAX20094700000632	-815.86	AD/Check cancelled
22	200904	2004755	AD1009A000120919	GAX20094700000632	-815.86	
22	200904	2004755	AD1009A000122711	GAX20094700000648	-15776.66	
22	200904	2004755	AD1009A000122711	GAX20094700000648	15776.66	
22	200904	2004755	AD1009A000122941	GAX20094700000656	-2300	
22	200904	2004755	AD1009A000122941	GAX20094700000656	2300	
22	200904	2004755	AD1009A000124888	GAX20094700000701	-703.95	
22	200904	2004755	AD1009A000124888	GAX20094700000701	703.95	
22	200904	2004755	AD1009A000124915	GAX20094700000695	451.97	
22	200904	2004755	AD1009A000124915	GAX20094700000695	-451.97	
22	200904	2004755	AD1009A000125036	GAX20094700000680	130.48	
22	200904	2004755	AD1009A000125036	GAX20094700000680	-2.61	→ Discount
22	200904	2004755	AD1009A000125036	GAX20094700000680	266.9	
22	200904	2004755	AD1009A000125036	GAX20094700000680	-5.34	→ Discount
22	200904	2004755	AD1009A000125036	GAX20094700000680	-266.9	
22	200904	2004755	AD1009A000125036	GAX20094700000680	-130.48	
22	200904	2004755	AD1009A000125036	GAX20094700000680	16.92	
22	200904	2004755	AD1009A000125036	GAX20094700000680	-0.34	→ Discount
22	200904	2004755	AD1009A000125036	GAX20094700000680	-16.92	
22	200904	2004755	GAX20094700000632		815.86	
22	200904	2004755	GAX20094700000648		15776.66	
22	200904	2004755	GAX20094700000656		2300	
22	200904	2004755	GAX20094700000680		130.48	
22	200904	2004755	GAX20094700000680		16.92	
22	200904	2004755	GAX20094700000680		266.9	
22	200904	2004755	GAX20094700000695		451.97	
22	200904	2004755	GAX20094700000701		703.95	

Figure 1 includes AD transactions that net to zero as well as a cancelled AD transaction and an AD transaction containing a discount.

- Transaction **AD1009A000120919** is cancelled. The amounts do not net to zero. You might want this AD transaction appearing in your query result.
- Transaction **AD1009A000125036** contains discounts. The amounts do not net to zero. You might want this AD transaction appearing in your query result.
- Transactions **AD1009A000122711**, **AD1009A000122941**, **AD1009A000124888** and **AD1009A000124915** are AD transactions that net to zero. You might NOT want these appearing in your query result.

By adding some additional logic to the query in *Figure 1*, a much better result is obtained. All the AD transactions that net to zero are excluded while the cancelled and discount AD transactions are included. See the following example.

	Account_Type	Fiscal_Year_Pe	Department_Un	Tran_ID	Ref_Tran_ID	Amount	
	22	200904	2004755	AD1009A000120919	GAX20094700000632	-815.86	AD/check cancelled
	22	200904	2004755	AD1009A000125036	GAX20094700000680	-2.61	Discounts
	22	200904	2004755	AD1009A000125036	GAX20094700000680	-5.34	
	22	200904	2004755	AD1009A000125036	GAX20094700000680	-0.34	
	22	200904	2004755	GAX20094700000632		815.86	
	22	200904	2004755	GAX20094700000648		15776.66	
	22	200904	2004755	GAX20094700000656		2300	
	22	200904	2004755	GAX20094700000680		130.48	
	22	200904	2004755	GAX20094700000680		16.92	
	22	200904	2004755	GAX20094700000680		266.9	
	22	200904	2004755	GAX20094700000695		451.97	
▶	22	200904	2004755	GAX20094700000701		703.95	

*Figure 2: Expenditure query with only cancelled and discount AD transactions*

In summary, the query in Figure 1 shows all expenditures. The query in Figure 2 shows all expenditures except AD, MD and EFT transactions that net to zero.

The query in Figure 2 is accomplished by adding some additional logic to the query in Figure 1. In FINET, cancellations and discounts are posted to the Accounting\_Journal as follows:

- Cancelled AD, MD and EFT transactions have a Doc\_Function\_Code equal to 3.
- Discounts on AD, MD and EFT transaction have a Posting\_Pair\_Type equal to "H".

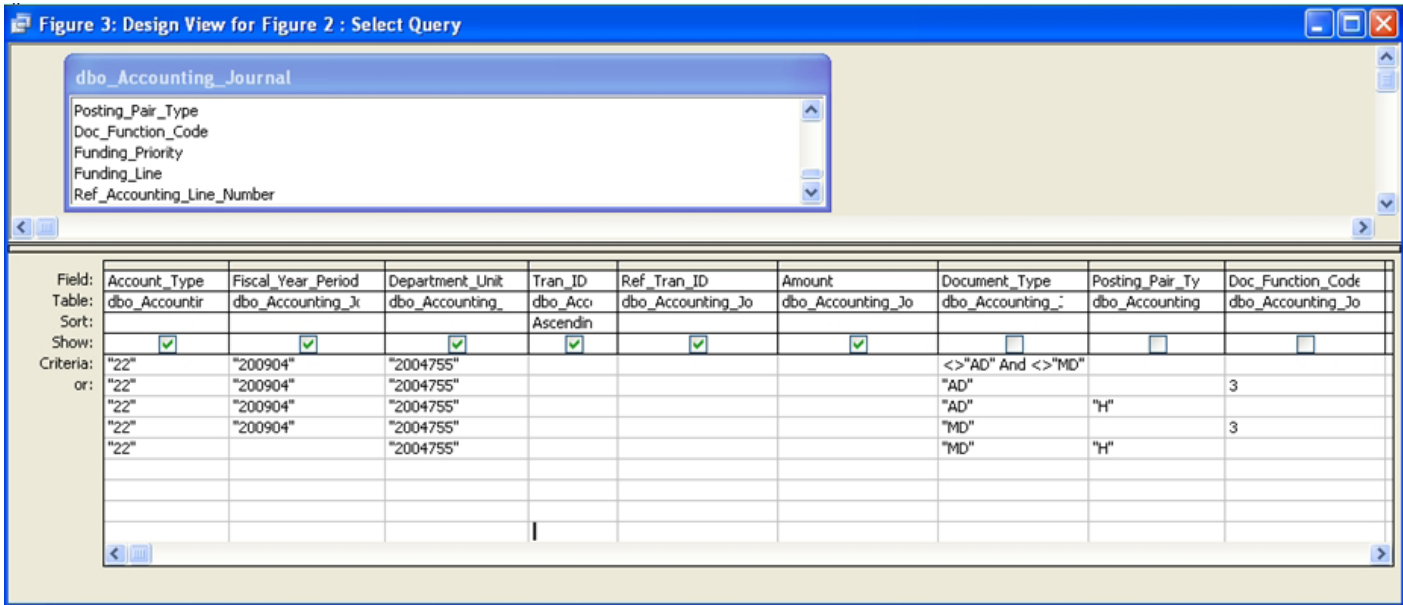
We will use this information to construct the query for Figure 2. Remember, we want only those AD, MD and EFT transactions that DO NOT net to zero.

Here is the logic:

Exclude **Document\_Type="AD"** and **Document\_Type="MD"**  
 Unless **Doc\_Function\_Code=3** or **Posting\_Pair\_Type="H"**

**\*\*Note:** Document\_Type AD includes Document\_Code AD and EFT

Here is the design view in ACCESS of the query used to get the results shown in *Figure 2*:



*Figure 3: Design view for figure 2 query*

**\*\*NOTE:** Be sure to use your Department\_Unit and Fiscal\_Year\_Period in *Figure 3* if you create this query.

In *Figure 3*, ‘**OR**’ logic is used between the 5 criteria lines:

- Criteria Line 1 – Excludes all AD, MD and EFT transactions.
- Criteria Line 2 – Includes cancelled AD and EFT transactions (Document\_Type='AD' and Doc\_Function\_Code=3)
- Criteria Line 3 – Includes discounts posted on AD transactions (Document\_Code='AD' and Posting\_Pair\_Type='H')
- Criteria Line 4 – Includes cancelled MD transactions (Document\_Type='MD' and Doc\_Function\_Code=3)
- Criteria Line 5 – Includes discounts posted on MD transactions (Document\_Code='MD' and Posting\_Pair\_Type='H')

Contact Mary Lee Hickey ([mhickey@utah.gov](mailto:mhickey@utah.gov) or (801) 538-3273) with questions about the above information.

# Cash Receipts Training



*Larry Simpson, Finance Trainer*

This is part four in a series highlighting the training provided by the Division of Finance. In last month's article we highlighted the Purchase Orders training. This month we will highlight the Cash Receipts training.

The Cash Receipts training focuses on the Cash Receipt (CR) document that records the receipt of money by the State. The CR document either records the revenue earned, reduces the expenditure being refunded, or reduces the receivable balance for amounts owed by customers. The CR document also records an entry to the cash balance sheet account.

We provide two separate courses for Cash Receipts training.

## Online Course

The Cash Receipts material is part of the [Revenue](#) online course that combines the receivables and cash receipts information. It provides an overview of the receivables and cash receipts process to help the student understand the complete process. The cash receipts segment focuses on the processes and documents associated with cash receipts. Students will also learn how to:

- Record cash received that references a receivable
- Record cash received that does not reference a receivable
- Record cash received for a receivable already sent to the Office of State Debt Collection (OSDC)
- Record cash received that reduces an expenditure (refund of expenditure)

The online course provides the foundation and is a prerequisite for the instructor-led course described below.

The Revenue online course is available from the Division of Finance web site at [www.finance.utah.gov](http://www.finance.utah.gov). Select the training icon, FINET Training, Online Courses, and Revenues.

## Instructor-Led Class

The instructor-led class builds on the knowledge gained with the on-line course and then focuses on exercises designed to provide practice with the Cash Receipts document. The exercises allow students to apply the concepts learned in the online course and practice processing documents in a safe environment. The course lasts approximately 4 hours.

Instructor-led classes are delivered using our remote training software (iLinc) so you can participate from your own location. You need no additional software on your computer as long as you are within the State's firewall. If you are outside of the State firewall, you can work with your DTS staff to install VPN software to obtain access.

The class includes practice exercises using the CR – Cash Receipt document to record revenue, reduce receivable balances, and reduce expenditures.

The Cash Receipts instructor-led class is offered monthly. You can register for the next class from the Division of Finance web site at [www.finance.utah.gov](http://www.finance.utah.gov). Select the training icon, FINET training, classroom Training, then follow the screen instructions.





# T R A I N E R S



## C O R N E R

### Remaining November and December FINET Classes

#### *Cash Receipts*

11/18 8 am – noon

#### *Fixed Assets*

11/20 8 am – noon

#### *FINET Practice Sessions*

Mondays 2 pm – 4 pm

#### *Purchase Orders*

12/2 1 pm – 5 pm

#### *Internal Transactions*

12/3 8 am – noon

#### *Requisitions*

12/3 1 pm – 4 pm

#### *Fixed Assets*

12/4 8 am – noon

#### *Receivables*

12/9 8 am – noon

#### *Payables*

12/9 1 pm – 5 pm

#### *Budgeting*

12/11 8 am – noon

#### *Cash Receipts*

12/16 8 am – noon

#### *FINET Practice Sessions*

Mondays 2 pm – 4 pm

(No practice sessions on 12/22 or 12/29)

### TO REGISTER:

Link to: <http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm>. Course descriptions are available from the Finance Home Page at <http://www.finance.utah.gov>. Click on the Training button.